

FRESNO, CALIFORNIA

CLASS SPECIFICATION

SENIOR DEPUTY CITY ATTORNEY

FLSA STATUS:

Exempt

CLASS SUMMARY:

The Senior Deputy City Attorney is the second level in a five level Attorney series. Incumbents are responsible for performing the more complex legal duties, including providing legal advice, recommendations, and other services to the Mayor, the City Council, the City Manager, City departments, Boards, Commissions and the Redevelopment Agency. Incumbents may provide research support to other attorneys and are expected to exercise professional judgment, independence and skill in the performance of duties. With tenure and experience, incumbents are expected to work independently on more complex, highly-sensitive legal issues and/or higher profile litigation.

The Senior Deputy City Attorney is distinguished from the Deputy Attorney by its responsibility for serving as a lead worker to other employees. The Senior Deputy City Attorney is distinguished from the Assistant City Attorney, which has first-line supervisory responsibilities.

TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)

**FRE-
QUENCY**

1.	Makes work assignments, oversees the work of other staff, trains, prepares reports, and performs administrative tasks in the absence of the supervisor.	Daily 10%
2.	Collaborates with staff/officials on negotiation, drafting, and review and approval as to form of complex legal documents, and/or litigation activities in an assigned area of responsibility.	Daily 70%
3.	Performs complex legal research and prepares legal opinions for the City Council, Mayor, City Manager, Boards, Commissions, Officers, City departments and Redevelopment Agency.	Weekly 5%
4.	Represents the City and/or applicable Boards or Commissions on civil and criminal cases at the trial and appellate levels before State and Federal courts; prepares status memorandums for City Council, officials, and staff.	Weekly 5%
5.	Drafts complex ordinances, resolutions, contracts, motions, pleadings, discovery plans, and other legal documents.	Weekly 5%
6.	Conducts a variety of administrative activities in support of departmental operations, including: collaborating with outside counsel on special projects; serving as a resource regarding transactional or litigation matters, analyzing legal developments, potentially impacting the City or its operations; billing; attending staff meetings; and preparing reports.	Weekly 5%
7.	Performs other duties of a similar nature or level.	As Required

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Training and Experience (positions in this class typically require):

- Juris Doctorate degree and three years of varied experience in the practice of law, including municipal law; business transactions; and civil, criminal and/or appellate trial practice are required;

OR

- An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above. Other specialized legal training or experience may be substituted at the discretion of the City Attorney.

Licensing Requirements (positions in this class typically require):

Licensing Requirements:

- Membership in the Bar

Some positions, based on assignment, may require:

- Basic Class C License

Knowledge (position requirements at entry):

Extensive knowledge of:

- Legal administrative principles and procedures regarding court defenses, civil, criminal, legislative and judicial procedures, including rules of pleading, evidence and practice
- Methods of legal research, established precedents and sources of legal reference applicable to municipal activities
- City ordinances and charter provisions, State and Federal statutes, State and Federal constitutional provisions and State and Federal judicial decisions
- Legal limitations on the authority of various City departments and enforcement and procedural problems

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Skills (position requirements at entry):

Skill in:

- Analyzing and preparing a wide variety of varied and complex legal documents
- Using and maintaining applicable tools, equipment, vehicles, and hardware and software related to job duties
- Drafting and analyzing complex legal documents and legal opinions; ability to undertake and carry through assigned projects on own initiative with minimum supervision and direction
- Interpreting, applying and explaining applicable laws, codes, ordinances, policies, procedures, rules and regulations
- Preparing and presenting clear and persuasive oral arguments before State courts, Federal, courts, appellate courts, and administrative and legislative bodies;
- Representing the City in a wide variety of judicial and administrative proceedings and presenting statements of law, fact and argument clearly and logically
- Exercising independent judgment within general policy guidelines and operating parameters
- Dealing diplomatically and effectively with public officials, fellow employees and the public
- Ability to prepare and make effective oral presentations
- Critical thinking and decision making
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, business, organizations, elected and appointed officials, media, etc. sufficient to exchange or convey information, give/receive work direction

Physical Requirements:

Positions in the class typically require: feeling, finger dexterity, grasping, hearing, and repetitive motions, seeing and talking.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects including one's own body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met. Some positions may require more frequent walking, lifting and standing.

Note:

The above job specification is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Classification History:

Draft prepared by Fox Lawson & Associates (LM)

Date: 12/2007

Reviewed by the City of Fresno

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